

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	OPV00421337	DATE POSTED:	07/01/21
POSITION NO:	242747	CLOSING DATE:	07/15/2021 by 5pm
POSITION TITLE:	Gaming License Technician		
DEPARTMENT NAME / WORKSITE:	Navajo Nation Gaming Regulatory Office / Twin Arrows, AZ		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: BJ61A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: \$ 34,514.64 PER ANNUM
SENSITIVE	<input type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : \$ 16.53 PER HOUR
NON-SENSITIVE	<input checked="" type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>

DUTIES AND RESPONSIBILITIES:

Examines and critiques applications of regulatory/casino employees, vendors and person providing gaming services for accuracy and completeness; explains the importance of providing accurate information on regulatory forms; prepares and processes investigative reports; prepares files for transmission to federal or state regulatory agencies, as required; contacts respective law enforcement agencies and tribal courts for criminal history information; fingerprints applicants, as necessary; issues temporary badges/licenses for individuals with favorable background checks; prepares application processing fee invoices; establishes and maintains employee and vendor files and licensing information tracking system; maintains vendor license expiration dates and sends renewal notices; ensures confidentiality and compliance with applicable policies and procedures; performs administrative support work; performs special assignments as requested.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and three (3) years of experience performing administrative tasks, including word processing, data entry, spreadsheets; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Must possess or be able to obtain a gaming license from the Navajo Gaming Regulatory Office and certification from the State of Arizona.
- Must possess a valid state drivers license. Must obtain a tribal operator's permit within 90 days of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Depending upon the needs of the Nation, some incumbents may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment: Knowledge of computer software and general office equipment operation; record keeping/documentation practices and procedures; criminal records checking procedures; billing and fee collection practices and procedures; Skill in utilizing excellent customer service and public relations techniques with respect to applicants, employees, regulatory agencies and the general public; oral and written communication; establishing and maintaining effective working relationships; Ability to deal with sensitive matters and maintain all information in strict confidence. Occasional exposure to second-hand smoke and high level of noise at the casinos.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.